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UNITED STATES DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE  
Washington, D. C.

FIELD MEMORANDUM #1119

Re: Control of Travel

December 30, 1946

TO ALL RANKING FIELD OFFICERS:

I have at various times in the past issued memoranda urging Regional and Washington officials to review carefully the real necessity for any proposed official travel.

There has come to my attention some recent instances of travel and proposed travel which, I am afraid, might be considered as of doubtful benefit to the work of the Service. This is, therefore, an indication to me that the purpose and need for all proposed travel is not possibly being as carefully analyzed as I had reason to expect.

In view of this, I am by means of this Field Memorandum stating the following policies regarding travel that are to be adhered to in this Service:

- (1) The tangible benefit that is expected to actually result from proposed travel is to be carefully reviewed by each administrative official requiring or authorizing trips to be made.
- (2) Requests for Authority to Attend Meetings are to be forwarded directly to the office of the Chief from the Regional Conservator or in the case of Research projects from the Chief of Research to the Office of the Chief.
- (3) Supervising officials who require or allow trips are to review and sign the resulting expense vouchers in the space for the "Supervising Official" in order to indicate their recommendation for approval of the expense incurred in travel as performed.
- (4) Where it is found that the possession of a "general" travel authorization is being abused or that such authorization is unnecessary due to the infrequency of the individual's travel, only a "specific trip" authorization is to be issued.
- (5) Administrative officials must accept their responsibility of seeing that there is no laxity in the control of travel, as this could bring unfavorable criticism on us, and otherwise work to the detriment of the important program this Service is carrying out.

*W. H. Sumner*

